



**CITY OF MORGAN HILL
COMMUNITY SERVICES DEPARTMENT
INSURANCE REQUIREMENTS**

The required coverage is listed below and can be obtained by purchasing special event coverage from your insurance carrier or the City. Please have your insurance carrier review this document carefully so that you will be properly insured. Any questions can be directed to the City Risk Manager, Leslie Jensen 408-310-4660.

INSURANCE REQUIREMENTS & LIQUOR LIABILITY

Commencement of Use of Facilities. TENANT shall not use CITY facilities under this Agreement until it has obtained CITY approved insurance. All insurance required by this Agreement shall be carried only by responsible insurance companies licensed to do business in California. **Host liquor liability is required to be stated within the insurance policy if alcohol will be served or sold.**

INSURANCE:

A minimum of One Million Dollars (\$1,000,000) in comprehensive broad form, general public liability insurance will be required to provide coverage against claims and liabilities for personal injury, death or property damage.

Insurance must be obtained only through insurers with a Bests' rating of no less than A- for quality of management and VII in regards to the policyholders' surplus held by the company.

A certificate of Liability* must accompany the certificate of insurance (NOT JUST INCLUDED ON THE INSURANCE CERTIFICATE), be completed by an authorized agent of the company (with their name, title and phone number) and contain the following endorsements:

- A. The City of Morgan Hill, its' elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers are named as additionally insured,**
- B. The insurer waives the right of subrogation (the right of recovery against others) against the City of Morgan Hill, its' elected or appointed officials, boards, agencies, officers, agents, employees, and volunteers; and**
- C. The coverage be primary in nature and any other insurance carried by the City shall be excess over such insurance.**

To:
Community Services Department
City of Morgan Hill
17000 Monterey Rd.
Morgan Hill CA 95037
408/782-0008
408/779-5450 fax

Insurance certificates are due no later than 30 days prior to the event.